

FINGERPRINT TECHNICIAN

DISTINGUISHING FEATURES

The fundamental reason the Fingerprint Technician position exists is to perform classification, searching and comparison of fingerprints and maintains general, major case and palm print fingerprint files for the Police Department. Work is performed under general supervision from the Police ID Services Supervisor.

ESSENTIAL FUNCTIONS:

Reviews arrest packages to assure compliance with departmental, state and federal regulations pertaining to criminal history information. Classifies, searches, files and identifies fingerprints according to the Henry and NCIC system. Visually analyzes fingerprints in order to classify and file. Searches, analyzes and compares very detailed data.

Compiles reports and arrest data submitted to ensure proper maintenance, security, and prompt retrieval of records. Maintains general fingerprint files, major case and palm print files, both manually and electronically.

Enters data from arrest packet into computer databases. Adds FBI Rap sheet information into computer system.

Reviews and responds to inquiries from police personnel and other agencies on matters pertaining to the general fingerprint files and all matters of criminal identification.

Assists investigators in conducting background investigations by manually searching and comparing information to match fingerprints, without additional information (cold searches).

Conducts Automated Fingerprint Identification System (AFIS) computer entries and searches on tenprint and latent prints.

Testifies in court as needed on fingerprint card information on previously arrested individuals.

Performs file purges as directed by court orders, and established retention schedule. Sorts, separates, arranges, files, and distributes files and materials in prescribed manner.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities:

Knowledge of:

AFIS cataloguing, searching, matching, and storing fingerprints.

Standard fingerprint classification methods, practices, records and equipment in identifying persons.

Ability to:

Classify, search, file, and identify fingerprints according to the Henry and NCIC system and follow related prescribed procedures and policies.

Work cooperatively with other City employees.

Learn job-related material primarily through oral instruction and observation. This learning takes place mainly in an on-the-job training setting.

Review or check the work products of others to ensure conformance to standards.

Enter data or information into a computer terminal using a keyboard, mouse, or other input device.

Work safely without presenting a direct threat to incumbent and others.

Education & Experience

This position requires a minimum of two years experience as a fingerprint technician and a high school diploma or G.E.D. Graduation from the F.B.I. Fingerprint Classification School or a school with equal curriculum is preferred. Requires previous AFIS experience reading, cataloguing, searching, matching, and storing fingerprints and related data. Must have experience with the classification, searching, filing, and identifying fingerprints according to the Henry and NCIC system. AFIS system certification is required. Attendance and punctuality are essential functions

FLSA Status: Non-Exempt

HR Ordinance Status: Classified